

TENNESSEE PTA JOB DESCRIPTION PRESIDENT

The President of the Tennessee PTA is accountable and responsible to the Board of Managers and the membership, and in addition to performing the duties of the office outlined in the bylaws, performs such other duties as determined and delegated by the Executive Committee, the Board of Managers, and/or the membership to implement the goals of the Tennessee PTA. The President is to be responsible for proper procedure and confidentiality of privileged information. The President is to keep informed about state and national PTA projects, programs, and legislative activities.

The President shall:

1. Preside over all meetings of the Executive Committee, the Board of Managers, and the Tennessee PTA.
2. Select the dates for Executive Committee meetings and Board of Managers meeting in consultation with the Executive Committee.
3. Prepare agenda for all Executive Committee and Board of Managers meetings.
4. Appoint auditors of minutes for Executive Committee, Board of Managers meetings and the annual Convention.
5. In conjunction with the Office Administrator make arrangements for all Board of Managers meetings; confirm hotel, obtain necessary deadlines (rooming list, catering, etc.) and send official call to board members with housing request. Send follow-up information to Board members including schedule of committee meetings, tentative agenda and minutes of previous meetings.
6. Be responsible to the Executive Committee for the operation of the State Office, recommendations for employment of staff, and monitoring of operations between meetings of the Executive Committee and the Board of Managers.
7. Approve all materials that are to be emailed and/or mailed to those beyond the Board of Managers.
8. Serve as the spokesman to the press/media for the association.
9. Represent the association on request of other organizations and agencies.
10. Represent the Tennessee PTA at the National Convention and other National PTA meetings, upon request.
11. Appoint all special committees with the approval of the Executive Committee.

12. Appoint a Parliamentarian with the approval of the Executive Committee.
13. Supervise the preparation of the annual report for state membership to the National PTA.
14. Attend all Region Conferences or appoint a representative from the Executive Committee.
15. Be responsible for field service assignments.
16. Approve all expense reports, other than their own.
17. Sign, with the Secretary, credential cards for delegates to the state and national convention.
18. Serve as chair of the Office Committee
19. Mentor and closely involve the President-elect in all activities of Tennessee PTA.
20. Recommend any consultants/cooperating agencies to serve on the Board of Managers with the approval of the Executive Committee.
21. Notify by mail all chairmen within two weeks of their election.
22. Assign members of the Board of Managers to standing committees.
23. Work with the transition team which is comprised of the Executive Committee-elect to facilitate a smooth transition between administrations.
24. Submit articles for the Tennessee PTA *Bulletin*.

TENNESSEE PTA JOB DESCRIPTION PRESIDENT-ELECT

The President-elect of the Tennessee PTA is accountable and responsible to the President, and in addition to performing the duties of the office as outlined in the bylaws, performs such other duties as determined and delegated by the President, Executive Committee and/or the Board of Managers to implement the goals of the Tennessee PTA. The President-elect is to be responsible for proper procedure and confidentiality of privileged information. The President-elect is to keep informed about state and national PTA projects, programs, and legislative activities. The office of President-elect shall be considered as the training for the presidency.

The President-elect shall:

1. Upon request, serve as an assistant to the President.
2. Shall preside in the absence or inability of the President.
3. Assume office of President at end of term as President-elect.
4. Attend meetings at the request of the President.
5. Serve on Office Committee.
6. Serve as chairman of the Continuity Committee.
7. Serve as chairman of the Leadership Committee.
8. Be responsible for and serve as President of the Tennessee-At-Large Local Unit (TALL). (Tennessee PTA Bylaws, Article VII, Section 10)
9. Present the Lois Jean White Leadership Enhancement Award and prepare the Leadership Achievement Certificates. Maintain the necessary records that will determine a local unit's eligibility for the Lois Jean White Leadership Enhancement Award. Make the presentation of the awards at the Annual Awards Banquet.
10. Be a delegate to the National PTA Convention.
11. Attend the National PTA Legislative Conference, if funds are available.
12. Be responsible for collecting donations for the care fund at each Board of Managers meeting.

13. After each Board meeting and once the minutes have been approved, make any necessary changes and/or additions to job descriptions.
14. Complete assignments between meetings of the Board of Managers to include conference call meetings and committee engagement.
15. Submit articles for the Tennessee PTA *Bulletin*.

PRE-REQUISITE FOR ELECTION:

ARTICLE VII, Section 2, b - b. The nominee for President-elect shall have served at least two (2) terms on the Tennessee PTA Board of Managers, or at least one term on the Tennessee PTA Board of Managers and at least one term on the Board of Managers for another National PTA Congress. One of these terms shall be as an elected officer.

TENNESSEE PTA JOB DESCRIPTION

Vice President of Child and Youth Advocacy

The Vice President of Child and Youth Advocacy is to promote the personal, educational and social development of young people in Tennessee and to engage young people, address inequalities, value opinions and empower individuals to take action on issues affecting their lives, including health, education, employment and the environment, by developing positive skills and attitudes.

The Vice President is accountable and responsible to the President, and in addition to performing the duties of the office as outlined in the bylaws, performs such other duties as determined and delegated by the President, Executive Committee and/or the Board of Managers to implement the goals of the Tennessee PTA. The Vice President is to be responsible for proper procedure and confidentiality of privileged information. The Vice President is to keep informed about state and national PTA projects, programs, and legislative activities.

The Vice President shall:

1. Preside in the absence of the President and the President-elect.
2. Identify areas to focus on in the area of advocacy and education and present an action plan on those findings.
3. Coordinate the work of the following committees:
 - Resolutions
 - State and Federal Legislative
 - Family and Community Engagement
4. Chair meetings with standing committee chairmen assigned to this division. These meetings shall be opportunities for chairmen to discuss activities of their respective committees and share suggestions for changes or improvements. Meetings may be held by conference calls or may be division voting by email.
5. Encourage chairmen to fulfill their requirements to send in report forms, *Bulletin* articles and complete any and all committee assignments between board meetings.
6. Encourage chairmen to send committee minutes and agendas to committee members and to the vice president.

7. Serve as the Education Committee Chair.
8. Continually support the quality and high standards of education in public schools by:
 - a. Encouraging the use of national and state projects and publications by parents and local units.
 - b. Explain the importance of having parents and leaders in attendance at local school board meetings.
 - c. Offering assistance to the State Department of Education and future cooperating agencies to serve on task forces, advisory councils, and fact-finding or study committees as assigned by the president.
 - d. Stressing the use of volunteers in reading programs, story hours, enrichment programs, and helping in the library thereby promoting literacy.
 - e. Addressing the need for rigor and relevance to all students comprising the Tennessee education system and the need for all skills learned to be transferred outside the walls of a high school. This includes any work- study programs and vocational classes.
 - f. Making local units aware of the services we can provide:
 - 1) Pamphlets and handouts from Tennessee PTA and National PTA as well as organizations that share our vision and have like purposes that are available and helpful.
 - 2) Information on Legislative issues affecting our students and schools using platforms such as Voters Voice, social media, and email.
 - 3) Workshops on current education trends and legislation that can be presented at general meetings or community events.
9. Complete assignments between meetings of the Board of Managers to include conference call meetings and committee engagement.
10. Submit articles for the Tennessee PTA *Bulletin*.

TENNESSEE PTA JOB DESCRIPTION

VICE PRESIDENT OF COMMUNICATIONS AND STUDENT PROGRAMS

The Vice President of Communications and Student Programs is to assist the state, councils and local units with the presentation and promotion of opportunities for student achievement and enrichment, programs that benefit children, parents and communities and promote support for success for all students. Create public awareness and support of PTA goals and programs and foster effective two-way communication between PTA leaders, members, and families at every level.

The Vice President is accountable and responsible to the President, and in addition to performing the duties of the office as outlined in the bylaws, performs such other duties as determined and delegated by the President, Executive Committee and/or the Board of Managers to implement the goals of the Tennessee PTA. The Vice President is to be responsible for proper procedure and confidentiality of privileged information. The Vice President is to keep informed about state and national PTA projects, programs, and legislative activities.

The Vice President shall:

1. Preside in the absence of the President, the President-elect and the Vice President of Child and Youth Advocacy.
2. Serve as coordinator of the Division of Communications and Student Programs, which is comprised of the following committees:
 - Arts in Education and Scholarship
 - Marketing and Communications
 - Reflections
 - Resource Development
3. Chair division meetings with standing committee chairmen assigned to this division. These meetings shall be opportunities for chairmen to discuss activities of their respective committees and share suggestions for changes or improvements.
4. Serve as the Chairman of the Student Awards Committee.
5. Encourage chairmen to fulfill their requirements to send in report forms, *Bulletin* articles, and complete any and all committee assignments between board meetings.
6. Compile reports of the various committees which comprise the division and make a general report to the Executive Committee and the Board of Managers, at a time suggested by the President.
7. Prepare material in the area of Programs, for the Tennessee PTA website and submit to the Continuity Committee Chair by March 1 for all programs/responsibilities, or as soon thereafter as guidance is available from National PTA for Reflections.

8. Work with the media to help create public awareness and support of PTA goals and programs in conjunction with the Marketing and Communications chair.
9. Assist in the development of appropriate public relations and communications tools to better inform the membership and the public about the mission, goals and programs of PTA and its local units.
10. Assist state, council and local units plan programs by:
 - a. Developing resources and reviewing and promoting resources and activities for units and councils
 - b. Stressing the fact that programs should be first and foremost in the overall activities of the local unit or council;
 - c. Preparing programs for Founders Day (to be included in the January packet), suggesting appropriate ways to observe Founders Day, and stressing the importance of it to local units and councils;
 - d. Developing activities and securing available outlines on study courses for local units
11. Complete assignments between meetings of the Board of Managers to include conference call meetings and committee engagement.
12. Submit articles for the Tennessee PTA *Bulletin*.

TENNESSEE PTA JOB DESCRIPTION VICE PRESIDENT OF MEMBERSHIP AND OUTREACH

The Vice President of Membership and Outreach is responsible for coordinating the work and field service in the regions and councils through the Region Directors and Council Presidents, for ensuring that an environment of diversity and inclusion is prevalent at the local unit, council and state level and for the retention of, and increase in PTA membership across the state.

The Vice President is accountable and responsible to the President, and in addition to performing the duties of the office as outlined in the bylaws, performs such other duties is determined and delegated by the President, Executive Committee and/or the Board of Managers to implement the goals of the Tennessee PTA. The Vice President is to be responsible for proper procedure and confidentiality of privileged information. The Vice President is to keep informed about state and national PTA projects, programs, and legislative activities.

The Vice President shall:

1. Preside in the absence of the President, the President-elect, the Vice President of Child and Youth Advocacy, and the Vice President of Communications and Student Programs.
2. Coordinate and oversee the work of the following:
 - a. Region Directors
 - b. Bylaws and Standing Rules
 - c. Membership
3. Chair division meetings of the region directors and standing committee chairmen assigned to this division. These meetings shall be opportunities for chairmen and region directors to discuss activities of their respective committees and regions, planning region conferences, sharing suggestions for changes or improvements and planning activities necessary to increase membership and support local units and Councils.
4. Work with each Region Director to write a region specific plan of work including goals, task to complete goals, timeline, budgets, and who is responsible for completing the goals. Update as needed.
 - a. In conjunction with the President-Elect, implement the plans for Statewide Leadership Training
 - b. Coordinate site location with the region directors. This to be completed 8 weeks prior to convention, if possible

- c. Coordinate all materials, flyers and communications to be sent out regarding Statewide Leadership Training for submission to the president
 - d. Prepare a report for submittal to the Board of Managers and treasurer
 - e. Coordinate with the Resource Development Chairman, the Treasurer, and the Leadership Chairman to ensure the needed resources for Statewide Leadership Training.
5. Encourage Region Directors and chairmen to fulfill their requirements to send in report forms, Bulletin articles and all committee assignments between board meetings.
 6. Encourage Region Directors and committee chairmen to know when meetings of other organizations in their area to insure PTA representation.
 7. Work with Region Directors, the Local and State Relationship Committee Chair and the President to mentor new units and at-risk units.
 8. Work with Region Directors to identify key areas for potential PTA growth
 9. Assist Region Directors in meeting with school administrators, community leaders and parent groups to determine interest in establishing new units and clearly presenting the advantages and benefits of PTA to schools, communities and/or parent groups
 10. Prepare workshop and training materials on membership and PTA mission and value for councils and local units
 11. Communicate regularly, at least quarterly, with the Council Presidents
 12. Attend region meetings when feasible in consultation with the President.
 13. Serve on the Membership Committee.
 14. Submit articles for the Tennessee PTA *Bulletin*
 15. Review the Region Director Manual before the conclusion of the term and make recommendations, if applicable.
 16. Complete assignments between meetings of the Board of Managers to include conference call meetings and committee engagement.

TENNESSEE PTA JOB DESCRIPTION SECRETARY

The Secretary of the Tennessee PTA is accountable and responsible to the President and, in addition to performing the duties of the office as outlined in the bylaws, performs such other duties as determined and delegated by the President, the Executive Committee, and/or the Board of Managers to implement the goals of the Tennessee PTA. The Secretary is to be responsible for proper procedure and confidentiality of privileged information. The Secretary is to keep informed about state and national PTA projects, programs, and legislative activities.

The Secretary shall:

1. Serve as a member of the Executive Committee and the Tennessee PTA Board of Managers.
2. Read all pertinent sections of Robert's Rules of Order Newly Revised to be familiar with what the minutes should contain.
3. Record the minutes of all meetings of the association, the Board of Managers, and the Executive Committee. All original minutes shall be kept in the State Office upon completion of the 2 year term. At this time the minutes will be placed in the archives at the state office.
4. Have on hand at all meetings copies of the minutes for at least the past year at meetings of the association.
5. Have at all meetings a current copy of the bylaws, policies and procedures, job descriptions, and *Robert's Rules of Order, Newly Revised*.
6. Take attendance by roll call at meetings of the Executive Committee and Board of Managers, establishing that a quorum is present.
7. Tape official business meetings of the Executive Committee, Board of Managers and annual convention.
8. Present Executive Committee recommendations and actions to the Board of Managers.
9. Include all attachments to the minutes in the permanent minute's book.
10. A rough draft of the minutes shall be sent to the President, President-elect, State Office, and appointed auditors within thirty (30) days following the Board of Managers meetings; the final copy of the audited minutes shall be submitted to the President and State Office forty five (45) days prior to the next meeting.

11. Conduct such correspondence as directed by the association, the Board of Managers, and/or the Executive Committee.
12. Send to the President, immediately after all meetings, a list of approved items for action and of unfinished business.
13. Sign, with the President, credential cards for delegates to the state and national conventions, the Call to Convention, and other official documents as required
14. Submit articles for the Tennessee PTA *Bulletin*.

TENNESSEE PTA JOB DESCRIPTION TREASURER

The Treasurer of the Tennessee PTA is accountable and responsible to the President and, in addition to performing the duties of the office as outlined in the bylaws, performs such other duties as determined and delegated by the President, the Board of Managers, and/or the Executive Committee to implement the goals of the Tennessee PTA. The Treasurer is to be responsible for proper procedure and confidentiality of privileged information. The Treasurer is to keep informed about state and national PTA projects, programs, and legislative activities.

The Treasurer shall:

1. Serve as a member of the Executive Committee and the Tennessee PTA Board of Managers.
2. Be custodian of the funds and financial records of the Tennessee PTA, which is to include reconciling the bank statements on a monthly basis, reviewing deposit reports, and paying invoices as approved by the President and President-elect.
3. Maintain an accurate notebook to be placed in the archives at the conclusion of the term. This shall include copies of receipts, copies of disbursements, budgets, workshops, and any/all correspondence related to funds and financial records of the Tennessee PTA.
4. Disburse funds only in accordance with the budget, as approved by the Board of Managers.
5. Make an audited report at convention.
6. Serve as chairman of the Budget Committee and make reports to the Executive Committee and Board of Managers.
7. Serve on the Resource Development Committee.
8. Serve on the Office Committee.
9. Work with the President and President-elect to approve Board of Managers expense report forms and issue checks for such expenses with the approval of the President or President-elect.
10. Provide copies of the financial statements to the Executive Committee monthly.
11. Work with the President and the office administrator to review all local unit/council audit reports received in the state office. The Treasurer will contact local units/councils not in compliance before February 1.
12. Prepare material and submit to the Continuity Committee Chairman on or before March 1. This to include the local unit/council audit form.

13. Complete assignments between meetings of the Board of Managers to include conference call meetings and committee engagement.

14. Submit articles for the Tennessee PTA *Bulletin*.

TENNESSEE PTA JOB DESCRIPTION PAST PRESIDENT

The past President's focus is on the retention of local units, especially those deemed as 'at risk', through communication, leadership training and board development and is accountable and responsible to the President. In addition to performing the duties of the office as outlined in the bylaws, performs such other duties as determined and delegated by the President, the Executive Committee, and/or the Board of Managers to implement the goals of the Tennessee PTA. The past President is to be responsible for proper procedure and confidentiality of privileged information. The past President is to keep informed about state and national PTA projects, programs, and legislative activities.

The past President shall:

1. Serve as a member of the Executive Committee and the Tennessee PTA Board of Managers.
2. Serve as Chairman of the Committee on State and Local Relationships.
3. Present or arrange for the presentation of approved workshops and training to local units when requested by the President.
4. Work with the division of Membership and Outreach to assist with the communication and training of units and local leaders that are considered to be 'at risk' and/or have not been represented at state sponsored training events.
5. Serve as consultant to the President.
6. Serve on the State Office Committee.
7. Serve on the Budget Committee.
8. Serve on the Continuity Committee.
9. Update and record the history for their term of the Tennessee PTA.

TENNESSEE PTA JOB DESCRIPTION PARLIAMENTARIAN

The Parliamentarian of the Tennessee PTA is accountable and responsible to the President, and in addition to performing the duties of the office as outlined in the Bylaws, performs such other duties as determined and delegated by the President, the Executive Committee and/or the Board of Managers to implement the goals of the Tennessee PTA. The Parliamentarian is to be responsible for proper procedure and confidentiality of privileged information. The Parliamentarian is to keep informed about state and national PTA projects, programs, and legislative activities.

The Parliamentarian shall:

1. Serve as a member of the Executive Committee and the Tennessee PTA Board of Managers.
2. Advise the presiding officer on questions of parliamentary law and matters of procedure.
3. Oversee the procedure for filling vacancies on the Board of Managers.
4. Serve as parliamentary advisor to the Bylaws Committee.
5. Serve as Executive Committee representative and advisor to the Nominations and Leadership Development Committee.
6. Conduct workshops on parliamentary procedure as requested.
7. Prepare material and submit to the Continuity Committee Chair by March 1.
8. Submit articles for the Tennessee PTA *Bulletin*.